



# Yearbook Order Form

## 2022 -- U.S.

HERFF JONES

Ginger Thompson - Representing Herff Jones  
1092 Ramblewood Way - Lexington, KY 40509-2093  
(859) 227-5093 - gbthompson@herffjones.com

Please return this Order Form to your local sales representative. Call toll-free (800) 255-6287 with additional questions.

**Organization Name:** Gray Middle School

**Year(s) Covered:** ☒ 2022 ☐ 2023 ☐ 2024 ☐ 2025 ☐ 2026

**Principal's Name:** Todd Novak

**Address:** 10400 Us Highway 42

**City/State/Zip:** Union, KY 41091-7516

**Phone:** 859-384-5333

**# of Classrooms:** 35

**Contact Name:** Ms. Laura Mitsch

**Address:** 10400 Us Highway 42

**City/State/Zip:** Union, KY 41091-7516

**Phone:** 859-384-5333

**E-mail:** laura.mitsch@boone.kyschools.us

We would like Herff Jones to print our all color yearbook based on the following information:

	Price	Quantity	Totals
Approximate Number of Yearbook Copies		301	
Approximate Number of Pages		64	\$4,096.61

**BOOK ADD-ON ITEMS:** Your final invoice will reflect changes to the items below based on the actual quantities ordered when your book is submitted.

All Soft Covers (No Lamination)	\$0.00 / COPY		
- Add Gloss Lamination to All Soft Covers	\$1.25 / COPY		
- Add Matte Lamination to All Soft Covers	\$1.94 / COPY		
All Gloss Laminated Hard Covers	\$6.97 / COPY		
- All Matte Laminated Hard Covers	\$7.66 / COPY		
<input checked="" type="checkbox"/> Split Covers (Mix Hard and Soft Covers for One-time Fee of \$101; All Gloss or All Matte)	\$101.00 / ORDER	N/A	\$101.00
<input checked="" type="checkbox"/> - Gloss Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$6.97 / EACH	200	\$1,394.00
- Matte Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$7.66 / EACH		
<input checked="" type="checkbox"/> - Soft Covers (Split Order: No Lamination)	\$0.00 / EACH	101	\$0.00
<input checked="" type="checkbox"/> - Add Gloss Lamination to Soft Covers	\$1.25 / EACH	101	\$126.25
- Add Matte Lamination to Soft Covers	\$1.94 / EACH		
Add 100# Gloss Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY		
Add 100# Matte Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY		

**ADDITIONAL ITEMS:** Your final invoice will include changes to items that you make on the Order Confirmation form when you submit your pages.

Add Digital Name Imprints (Minimum 25)	\$2.27 / EACH		
Add Name Plates - Minimum 10 (Email Your CSA to Select Gold or Silver)	\$3.73 / EACH		
Add Plastic Dust Jackets	\$1.36 / EACH		
<input checked="" type="checkbox"/> Add Our World to Every Book	\$0.68 / COPY	N/A	\$204.68
Add Our World - Sold Individually (Email Your CSA to Change Quantity)	\$0.84 / EACH		
Add World Yearbook to Every Book	\$2.31 / COPY		
Add Blank Autograph Supplements to Every Book	\$0.54 / COPY		
Add Blank Autograph Supplements - Sold Individually (Email Your CSA to Change Quantity)	\$0.54 / EACH		

**Total (before tax):** \$5,922.54  
**Per Copy Total:** \$19.68

### Terms and Conditions

- Our book needs to ship on Saturday August 13, 2022. Please allow 2-7 days for shipping. Plan your yearbook distribution event accordingly. Standard ground shipping is included. Expedited shipping is available at an additional cost.
- Our material is due at the plant by Monday July 18, 2022. Allow 4 weeks (5 weeks in May) prior to ship date. With proofs, allow 2 additional weeks.
- Contact your Customer Service Adviser if you wish to purchase a shorter cycle. Kit materials will be shipped to the school address indicated.

All specifications and prices are subject to the approval of both the school and Herff Jones on an annual basis.

We understand the submission of the Order Form is an obligation to print our yearbook as indicated.

We may change the number of copies and pages prior to, or upon submission of materials for printing; however, changes will result in a change in price. Upon receipt of our materials, we will receive an invoice for the full amount of this Order Form plus any increases or decreases due to changes in specifications. The full amount of the invoice is due upon receipt and must be received at Herff Jones prior to the shipment of our completed yearbooks. Standard ground shipping of the books is included in the cost. Tax is additional.

We understand that copyrighted materials may not be used in the creation of our yearbook without the express written consent of the copyright owner. Herff Jones has created proprietary artwork, borders and backgrounds that may be used in the creation of our yearbook. We agree to hold Herff Jones, subsidiaries and affiliates harmless for all editorial content associated with the printing of our yearbook.

I, the undersigned authorized agent of the school or organization indicated above, agree in full to the "Terms and Conditions" of this order. This agreement shall be effective when signed below or in counterpart, and photocopy, facsimile, electronic or other copies shall have the same effect for all purposes as an ink-signed original.

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title or position:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**HJ Rep/Signature:** \_\_\_\_\_